

**The City of San Jose's Office of the City Auditor seeks experienced individuals  
to assist with performance audits of City departments, offices, and agencies**

**ANNUAL SALARIES**

Annual salary and placement commensurate with experience:

Program Performance Auditor I:	\$63,615 to \$83,796
Program Performance Auditor II:	\$75,439 to \$99,377
Senior Program Performance Auditor:	\$92,577 to \$121,917

**JOB DESCRIPTION**

Program Performance Auditors perform challenging and innovative work to improve the economy, efficiency, and effectiveness of City government services and programs. This position requires the ability to collect, compile, analyze, interpret and present data, and draft audit findings. In the City of San José, Program Performance Auditors:

- Analyze City programs, departments, budgets, and complex processes to identify areas of efficiency and effectiveness.
- Identify areas of risk and evaluate internal controls.
- Develop and execute audit programs to identify and document areas for improvement.
- Assist in audit planning, conduct field work, and document audit steps and working papers.
- Use specialized data analysis techniques and approaches to analyze agency performance.
- Apply knowledge of budgeting, public administration, and generally accepted governmental auditing standards.
- Develop and communicate audit findings to staff. Identify recommendations to address audit issues.
- Negotiate and assist in the resolution of audit issues.
- Write reports to the San José City Council identifying audit findings and recommendations.
- Maintain a professional rapport with management and work to ensure recommendations are implemented and cost savings are realized.

Minimum qualifications include any combination of training and experience equivalent to completion of advanced undergraduate coursework in accounting, business or public administration or related field from an accredited college or university with at least eighteen semester units of accounting, finance or economics, and two years of professional performance auditing, analytical or administrative work experience. An advanced degree or professional certification may be substituted for the required years of professional experience. Proficiency in MS Word, Excel, PowerPoint, and Access is required. Advanced data analysis skills are highly desirable.

*Interested candidates should send a resume and cover letter to:*

Steve Hendrickson, Deputy City Auditor, 200 E. Santa Clara Street, San Jose, CA 95113.

Phone: (408) 535-1250, Fax: (408) 292-6071, E-mail: [Steve.hendrickson@sanjoseca.gov](mailto:Steve.hendrickson@sanjoseca.gov)

**OUR ORGANIZATION**

The Office of the City Auditor provides audit services to promote accountability to the public and to improve the economy, efficiency, and effectiveness of our City government. The Office of the City Auditor is an independent office that reports to the City Council. Through performance audits, financial audits, and special investigations, the Office of the City Auditor provides essential information to assist the City Council in its decision-making process. The Office of the City Auditor also provides valuable information to City management and the general public. Our mission is to independently assess and report on City operations and services while providing objective and technically correct information. Our objective is to identify \$4 in savings or increased revenue, for every \$1 of audit cost. Historically, we have identified \$7 for every \$1 of audit cost. The findings and recommendations we develop through the audit process have helped save tax dollars, increase revenue, and improve the management of City and Redevelopment Agency programs.

**BENEFITS**

We offer a comprehensive benefit and retirement package including three weeks vacation, 40 hours executive leave, 14 paid City holidays, and sick leave. Health and dental packages are also included. This position is part of the City's unclassified management unit, which provides professional development funds.